AN AASIS TRAINING GUIDE

Accounts Receivable

Invoice Processing

ASC Course Code ARIP

PRINT IN NOTES VIEW

- **Course:** Accounts Receivable Invoice Processing
- **Courseware Items:** Core Curriculum
- **Change Summary**
  Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
7/01/01	Courseware developed and published			
7/01/02	Entire courseware updated	Improvement in entire courseware package	2.0	All
5/01/03	Entire courseware updated	Improvement in entire courseware package	3.0	All

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CLASS DESCRIPTION

Course Title: Accounts Receivable Invoice Processing
Course Code: ARIP
Duration: 2 Days
Hours: 16 Hours
Audience:

- ➢ Agency A/R Specialist
- ➢ Agency A/R Production Specialist
- ➢ Agency A/R Supervision
- ➢ Agency A/R Technician
- ➢ Agency A/R Management
- ➢ Agency Accounts Collection Specialist
- ➢ Agency Accounts Collection Supervision

Prerequisites:

- – Basic PC and Microsoft Windows skills
- – AOBN - AASIS Overview and Basic Navigation
- – GFO - General Finance Overview

TRANSACTION	PROCESS	ROLE
FD03	Display Customer	Agency A/R Management, Production Specialist, Supervision, Specialist
FB70	Customer Invoice Enter	Agency A/R Management, Supervision, Specialist
FB75	Customer Credit Memo	Agency A/R Management, Supervision, Specialist
FBD1	Enter Recurring Entry	Agency A/R Management, Supervision, Specialist
FBD2	Change Recurring Document	Agency A/R Management, Supervision, Specialist
FBD3	Display Recurring Document	Agency FI Display All
F.15	Recurring Entry Documents	Agency A/R Management, FI Display All
FB03	Display Document	Agency FI Display All
FB02	Change Document	Agency A/R Management, Supervision, Specialist
FB08	Reverse Document	Agency A/R Management, Supervision, Specialist
FBRA	Reset Cleared Item	Agency A/R Management, Supervision
FBL5N	Customer Line Item Display	Agency FI Display All
ZINVC	Customer Invoice & Credit Memo Print Program	Agency A/R Management, Production Specialist, Supervision, Specialist
ZF27	Periodic Account Statements	Agency A/R Management, Production Specialist, Supervision
F150	Dunning	Agency A/R Management, Production Specialist, Supervision, Accounts Collection Supervision
ZCEV	Customer Evaluation Report	Agency A/R Management, Supervision, FI Display All
ZFIN	G/L Report with Customer Data	Agency FI Display All
ZCAJO	Cash Journal	Agency A/R Management, Supervision, Specialist
F-32	Clear Customer	Agency A/R Management, Production Specialist, Supervision, Tech
GD20	FI-SL Line Items	Agency FI Display All

COURSE OBJECTIVES

➢ Participants will demonstrate an overall understanding of the Accounts Receivable processes in AASIS

➢ Participants will successfully:

- Display customer master data
- Enter a customer invoice
  - ✓ containing one line item and no sales tax
  - ✓ containing one line item and applicable sales tax
  - ✓ with a reference
  - ✓ with an account assignment template
- Create an account assignment template
- Enter a customer credit memo
- Enter data for a recurring posting
- Display documents
- Display customer line items
- Print customer invoice and credit memo
- Print periodic account statements
- Dunn customer accounts
- Run A/R reports
- Clear customer accounts

CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement. To receive your certificate, you will be required to:

1. Enter a customer invoice
   - containing one line item and no sales tax
   - containing one line item and applicable sales tax
   - with a reference
   - with an account assignment template
2. Create an account assignment template
3. Enter a customer credit memo
4. Enter data for a recurring posting
5. Display customer master data
6. Display documents
7. Display customer line items
8. Print a customer and credit memo
9. Print a periodic account statement
10. Dunn customer accounts
11. Clear customer accounts
12. Run accounts receivable reports